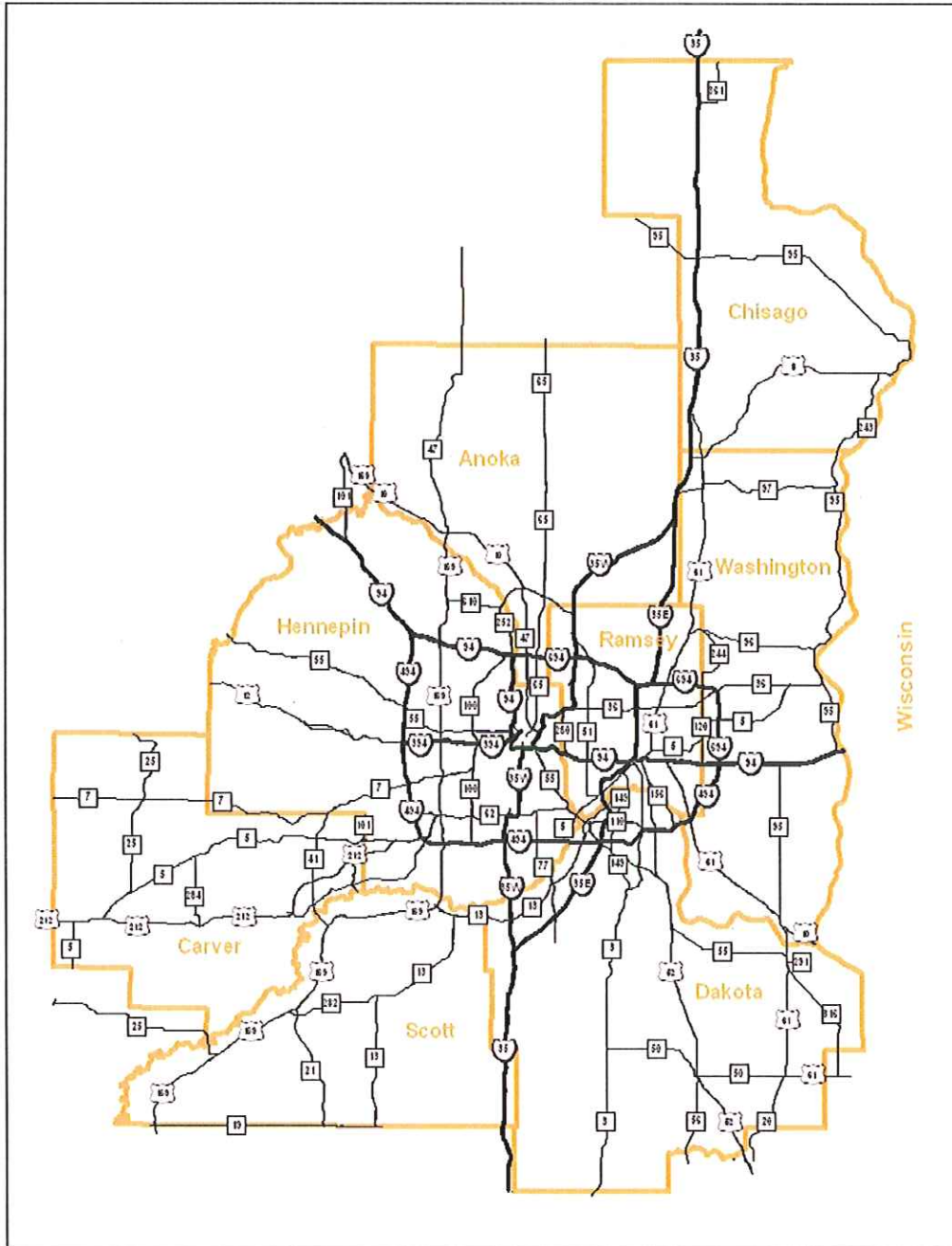




Local Government Guide (LGG)

A guide for local governments or developers submitting plats, site plans, preliminary sketch plans, comprehensive plans, traffic studies, and environmental documents to the Metro District of the Minnesota Department of Transportation (Mn/DOT).



Introduction

This guide has been prepared by the Minnesota Department of Transportation (Mn/DOT) Metro District as an aid to local governments and others involved in the submittal of plats, site plans, preliminary sketch plans, environmental documents, comprehensive plan amendments, and traffic studies. The Local Government Guide (LGG) is intended to provide a better understanding of Mn/DOT's development review process for a proposed activity impacting Mn/DOT property. It also includes a general checklist of recommended items to submit in order to make the development review process more effective and efficient.

Review Submittal Options

Mn/DOT's goal is to complete the review of plans within 30 days. Submittals sent in electronically can usually be turned around faster. There are four submittal options. Please submit either:

1. One (1) electronic pdf. version of the plans. Mn/DOT can accept the plans via e-mail at metrodevreviews.dot@state.mn.us provided that each separate e-mail is less than 20 megabytes.
2. Three (3) sets of full size plans. Although submitting seven sets of full size plans will expedite the review process. Plans can be sent to:

Mn/DOT – Metro District Planning Section
Development Reviews Coordinator
1500 West County Road B-2
Roseville, MN 55113

3. One (1) compact disk.
4. Plans to Mn/DOT's external FTP Site. Please send pdf. files to:
<ftp://ftp2.dot.state.mn.us/pub/incoming/MetroWatersEdge/Planning> Internet Explorer doesn't work using ftp so please use an FTP Client or your Windows Explorer (My Computer). Also, please send a note to metrodevreviews.dot@state.mn.us indicating that the plans have been submitted on the FTP site.

Early Coordination

Early coordination (before a formal submittal) with Mn/DOT is important when the proposed development directly accesses a state highway, and/or is expected to generate high volumes of traffic, or possibly affects drainage onto Mn/DOT property.

Additionally, discussions to identify future primary/secondary accesses, backage/frontage roads, and various other future access management improvements along a state highway corridor can be very beneficial. These access plans help: preserve safety and mobility, insure consistency with Mn/DOT's access management guidelines, and improve the overall efficiency of the review process.

Types of Reviews

Plats and Site Plans

Mn/DOT reviews plats (in compliance with Minnesota State Statute 505.3, subdivision 2 (Plats)) as well as site plans that are adjacent to established/proposed state trunk highways.

Preliminary Sketch Plans

Mn/DOT encourages the submittal of sketch plans early in the project development process. Mn/DOT will review the submittal and provide preliminary comments based on the information provided. This can save time and money as issues are identified before significant planning and design work has occurred.

Environmental Documents (EAW, EIS, and AUAR)

Mn/DOT reviews local government environmental documents (i.e., Environmental Assessment Worksheets, Environmental Impact Statements, and Alternative Urban Analysis Reviews) through the Environmental Quality Board's (EQB) process.

Traffic Impact Studies:

A Traffic Impact Study (TIS) is a specialized engineering analysis that determines the potential traffic impacts of a proposed traffic generator. A TIS is required by Mn/DOT if an environmental document is prepared and the estimated peak hour traffic generated by the proposed development exceeds 250 vehicles or the total daily trips exceed 2,500. If an environmental document is not being prepared Mn/DOT will strongly recommend a TIS when similar traffic generation numbers are estimated. Mn/DOT's TIS guidelines can be found at <http://www.dot.state.mn.us/accessmanagement/pdfchapters/chapter5.pdf>

Review Process

Following Mn/DOT review of the plans, official written comments and recommendations are sent directly to local government agencies. Mn/DOT review needs to be completed before applications for permits can be submitted.

Mn/DOT's objective in the development review process is to protect the operations and integrity of the existing and planned state transportation system. The following lists the sections within Mn/DOT that typically review development proposals, along with a general description of the responsibilities that each section has in the review process.

Planning

The planning section coordinates the over-all development review process. The planning section also reviews the document and typically checks for the following:

- Consistency with regional transportation improvement plans
- Consistency with the Access Management Manual, Minnesota Department of Transportation, Office of Investment Management, March 20, 2002.
<http://www.dot.state.mn.us/accessmanagement/>
- Safety, mobility, and other transportation related impacts of the proposed development on the state's transportation system
- Consistency of local actions with scheduled or planned Mn/DOT transportation improvements

Right-of-Way

The Right-of-Way Section checks the plans to verify the location and existence of Mn/DOT right of way, property, access rights (controls), and easements.

Traffic

The Traffic Section reviews the development plans to ensure: Safe and efficient movement of traffic entering and leaving a development; Entrance designs that meet design standards and allow for safe access; and turn lanes, traffic signals, and other geometric improvements that allow for the safe flow of traffic on the highway. Additionally, the Traffic Section identifies the need for Intersection Control Evaluations (ICE) reports for new public intersections and Traffic Impact Studies.

Area Engineers

The Area Engineers review the development to ensure that it is consistent with: corridor studies, upcoming Mn/DOT projects, prior commitments, and earlier coordination discussions with the city, county, developer, and other agencies.

Design

The Design Section reviews the development plans to ensure that geometrics applied to the projects, including site distances, clear zones, setbacks, and side slopes to the highway entrances will result in a safe and well-designed transportation system. They will also determine whether any needed work on Mn/DOT right-of-way (e.g. turn lanes, traffic signals, roundabouts...) will require a design section review of the layout.

Water Resources

The Water Resources Section reviews the development plans to ensure that developments will not alter the direction, nature, or rate of storm water discharge onto or across Mn/DOT right-of-way. They ensure that drainage plans are adequate to protect Mn/DOT facilities/property from being over burdened or damaged. The Water Resources Section also inspects plans for temporary and permanent erosion control measures.

Permits

The Permits Section reviews the development plan to identify any needed Mn/DOT permits. Construction can occur only after the appropriate permit(s) has been obtained. Some of the most common types of permits are as follows:

- Entrance Permit: required for access to or across state highways or rights-of-way. Existing access Minnesota Rules 8810.5200 CHANGES IN USE states that "In the event of a change in land use or major change in the traffic pattern of the existing facility, existing driveways are not automatically perpetuated and new driveway access applications shall be submitted."
- Drainage Permit: required when any drainage from a proposed development will enter or cross state right-of-way.
- Rights of Way Alterations Permit: required for any grading work, filling, or removing of dirt on right of way slopes.
- Grading Permit: required for any work on Mn/DOT right-of-way.
- Transportation Permit: required when oversized vehicles (over 8 ½ feet wide) or overweight vehicles (varies with seasons and highways) travel on the state highway system.
- Other Permits: Utility, Limited Use, Preliminary, etc. can also be required.

Surveys

The Survey's Section reviews plats for compatibility of common property lines as they relate to Mn/DOT right-of-way or property.

The comments from each of the Metro District review sections are incorporated into the official written correspondence that Mn/DOT provides to the local governmental agency.

Review Submittal Checklist

The following is a list of items that may be needed to insure a thorough, timely, and accurate review of the development proposal.

For the submittals, please provide the following information:

- A location map of the site relative to local roadways and Mn/DOT right-of-way.
- A written description of the current and proposed use of the property.
- The amount of traffic currently being generated on the site and the traffic expected to be generated with the proposed development.
- Legal descriptions, monuments, and bearings.
- Mn/DOT right-of-way.
- Dimensions from the centerline of the highway to the Mn/DOT right-of-way line at one or more locations.
- Highway Access Control (If known).
- Land tie(s) to section corner(s).
- Contours (existing and proposed), drainage boundaries and flow patterns, as well as drainage facilities (existing and proposed).
- Drainage computations (existing and proposed for 10, 50 and 100 year rainfall events), including evidence that the rate of storm water run-off to Mn/DOT right-of-way will not increase.
- Applicable street construction layout with dimensions and radii.
- Proposed street cross sections or contours and profile grades.
- Time schedule for the proposed work.
- Proposed parking areas, driveways, and street access.
- Proposed turn lanes, sight distances, and geometrics.
- Number of proposed residential units and/or square footage of commercial or industrial building space.

For plats please provide the following additional information:

- Right-of-way on all highways.
- The document number or recorded right-of-way descriptions
- Right of way as occupied versus described.
- Note concerning whether the highway title is easement or fee.
- The date of the survey.
- The section, township, and range.
- The right-of-way monument found.
- Utilities.
- The mile post reference (e.g. Mile Post 128.3).
- Any access control; including access openings.
- The point where the description starts – tied to the land line.

Questions?

This Local Government Guide can be found on-line at:

<http://www.dot.state.mn.us/metro/programmanagement/pdf/localgovguide.pdf>

For questions concerning this guide and Mn/DOT's development review process, please contact Tod Sherman, Development Reviews Coordinator, at (651) 234-7794 or metrodevreviews.dot@state.mn.us.